

BRAILLE

THE KEY TO LITERACY AND INDEPENDENCE



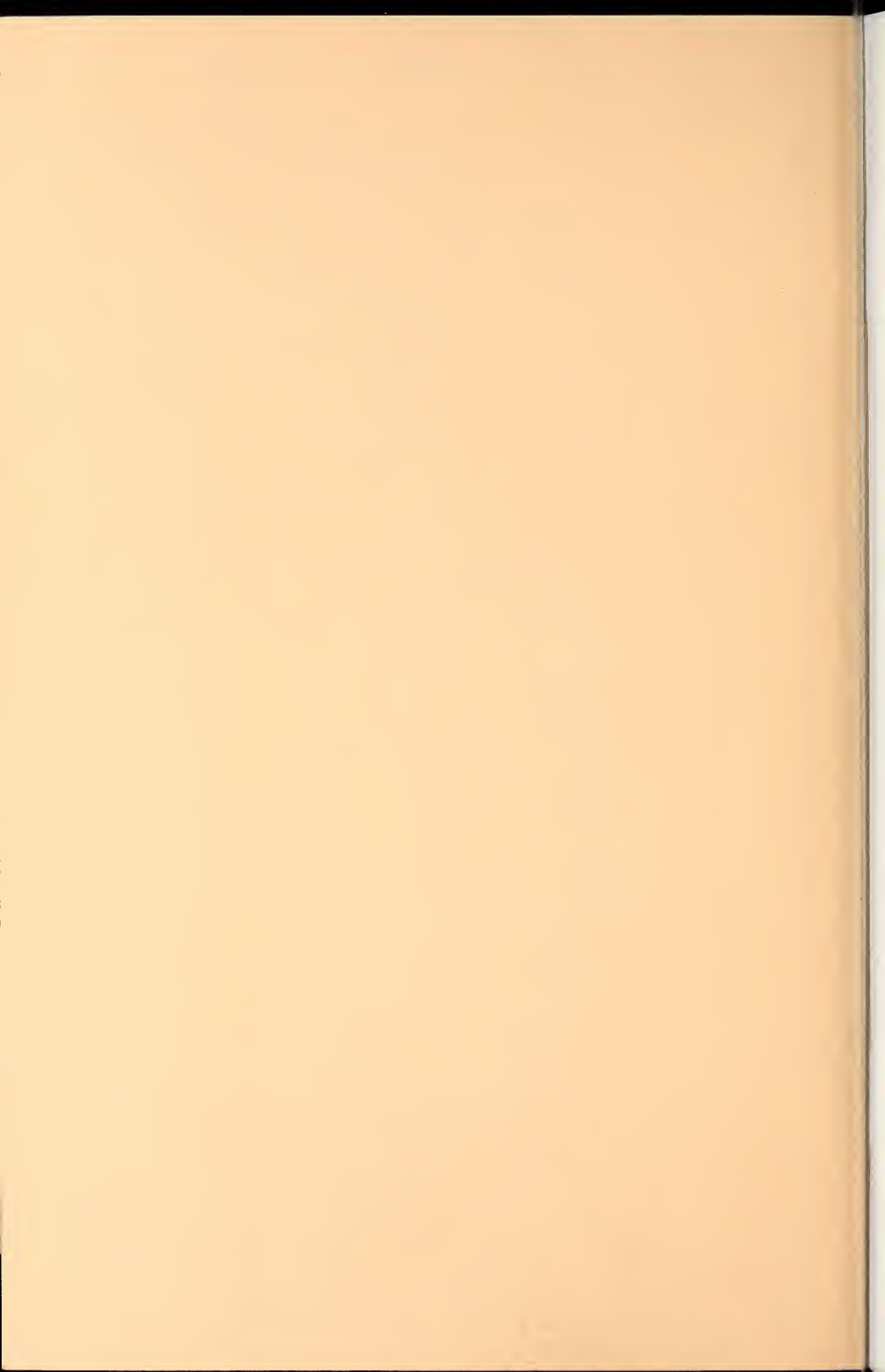
BRAILLE REVIVAL LEAGUE OF CALIFORNIA

California Council of the Blind

1991

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BRaille
THE KEY TO LITERACY AND INDEPENDENCE

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Blind people throughout the nation responded to our request in various braille magazines to tell us how they use braille in all areas of their lives. We do appreciate the many fine suggestions and novel ideas. We regret that space limitations make it impossible to use them all. We are gratified to know how indispensable braille is to everyone.

Connie Skeen, a blind medical transcriber, volunteered many, many hours drafting and redrafting this material for review by the Committee. Without her computer skills it would have been a far more difficult task.

Norma Schecter spent many hours gathering resource information.

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Mention must be made of our printer, Roger Ebbett, who was most generous with his pricing because of his genuine belief in our project.

Cover photo was produced by Doyle Sailor of Oakland.

Our affiliate, California Council of the Blind, has offered to purchase labels and distribute the booklet.

MEMBERS OF BRAILLE PROJECT COMMITTEE

Connie Skeen, Chairperson

Juliet Esterly

John di Francesco

Norma Schecter

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THE HISTORY OF THE

REIGN OF

CHARLES THE FIRST

BY
JAMES CLAYTON
OF THE MIDDLE TEMPLE
ESQ.

LONDON:
Printed by J. Sturges, in Pall-mall.

1754.
MDCCLIV.

IN TWO VOLUMES.
THE FIRST.

THE SECOND.

THE THIRD.

BRAILLE

THE KEY TO LITERACY AND INDEPENDENCE

INTRODUCTION

This booklet was prepared by the Braille Revival League of California, an affiliate of the national Braille Revival League and of the California Council of the Blind. Its members are deeply committed to the promotion of braille as a reading and writing medium for all blind persons who are able to use it. Unfortunately, only about ten percent of the print handicapped are aware of the advantages of braille. The booklet was written for parents and teachers of the blind and visually handicapped, rehabilitation counselors, ophthalmologists and anyone else interested in learning more about braille. The information contained herein may also be useful to newly-blinded individuals who want the maximum independence that can be attained only through the use of braille.

The knowledge of braille enables a blind person to enjoy unlimited equality and independence. According to statistics gathered by the American Foundation for the Blind, out of 1,000 gainfully employed blind people surveyed, 85 percent indicate that they use braille as their primary reading and writing medium. Moreover, braille has played and continues to play a monumental role in the education of millions of blind people throughout the world.

Because of its accuracy and precision, braille can be adapted for virtually any language. In addition, there are braille mathematical, scientific, computer and music notation codes, which enable blind persons in those specialized fields to function at the highest level.

Braille is unsurpassable for preparing reports and outlines; for writing errand notes and grocery lists; for jotting down phone numbers or recipes; for labeling items -- in short, for carrying out the daily tasks in one's life. We all know how gratifying it is to sit quietly with a book, reading and rereading a pleasing passage, mulling over a verse of poetry or studying the spelling of an unusual word. Without braille, these simple pleasures are denied to those who cannot read print.

Of course, those who do not have enough vision to read print can enlist the help of a sighted friend for reading and writing tasks, but sighted readers are sometimes not available when needed. In any case, the mind cannot always retain everything communicated orally and there are times when personal matters require privacy.

Large print is frequently valuable for the visually impaired who have enough residual vision to use it, but reading print is often slow and can cause fatigue. A good braille reader can read from 100 to 400 words per minute with minimal difficulty. Furthermore, numerous partially sighted people have benefited by learning both braille and large print.

Many would argue that cassettes are more practical than braille. However, as aptly expressed by a dedicated braille reader: "Braille does not get twisted or broken; nor does it require headphones, batteries or an electrical outlet." When one needs to locate a specific passage, it is far easier to let the fingers rapidly skim the pages than to be faced with the time-consuming task of listening to the entire tape. In addition, recorded cassettes do not usually reveal spelling, punctuation or format.

For the over 60,000 deaf-blind individuals in the United States who cannot rely on recorded material, braille is essential for education, employment and keeping in touch with "the real world."

There is an increasingly popular belief that the use of the personal computer will eliminate the need to learn braille. Nothing could be further from the truth. Although computers equipped with speech output do have their place, this access technology carries a high price tag and is beyond the budget of the average person. People who have sight are certainly not in a hurry to discard the pen or pencil because of the personal computer. By the same token, it should not be expected that the blind give up the slate-and-stylus or braillewriter. For those who do have access to assistive technology, a good basic knowledge of braille, supplemented by computer skills, does constitute a formidable combination, equipping the blind with powerful tools to meet almost any challenge.



























We are indeed fortunate that Louis Braille developed the ingenious reading and writing system that has granted millions of blind people throughout the world the key to literacy and independence, so vital in today's society.


Connie Skeen, Project Chairperson
Braille Project Committee
Braille Revival League of California

WHAT IS BRAILLE?

Braille is a tactile system using combinations and arrangements of six dots. These six dots constitute a cell consisting of two vertical columns of three dots each. Letters, numbers, punctuation marks, and many other signs can be made from the 63 possible arrangements of one to six dots. In addition, there are 189 standardized contractions representing groups of letters and commonly-used words.

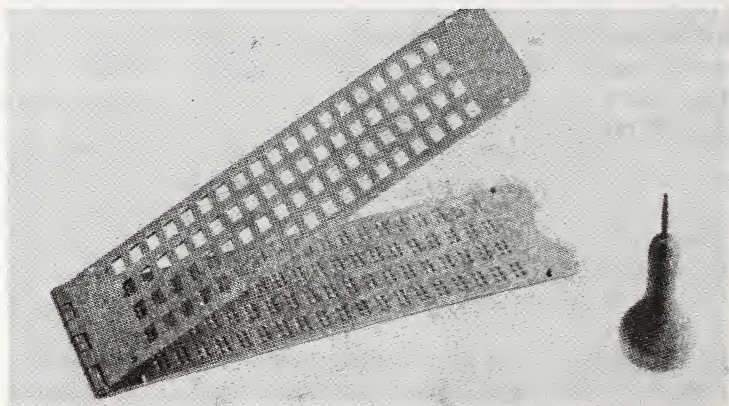
THE BRAILLE ALPHABET

1	2	3	4	5	6	7	8	9	0
a	b	c	d	e	f	g	h	i	j
									
k	l	m	n	o	p	q	r	s	t
									
u	v	w	x	y	z				
									

Braille was developed by Louis Braille, in France, in the early part of the 19th century. The first ten letters use no bottom dots. The second line is identical to the first but adds the lower left dot. The third line adds both bottom dots. The pattern is interrupted by the "w" which was not included until braille was adopted by English-speaking countries. The letters "a" through "j" when preceded by a number sign,  , constitute numbers 1 through 0.

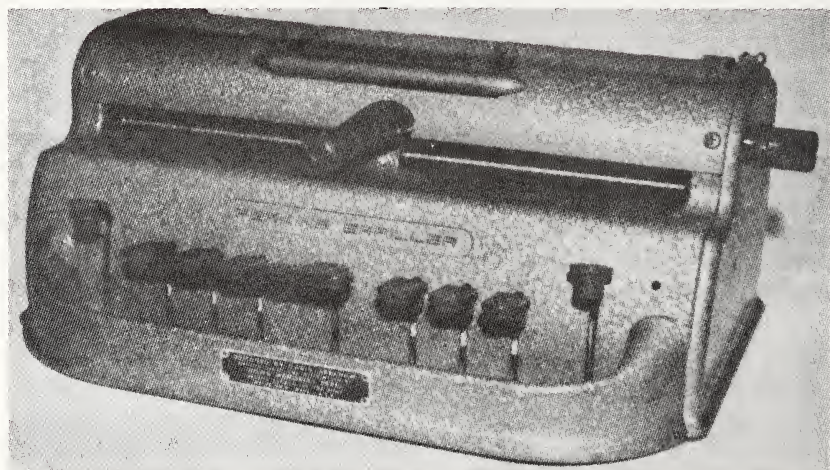
BRAILLE WRITING DEVICES

BRAILLE SLATE—AND—STYLUS



The slate-and-stylus, often referred to as "the pencil of the blind," is a portable unit that can be conveniently slipped into pocket or purse. With the guidance of the notched openings on the upper part of the hinged slate, a stylus is used to punch dots on paper into the pitted depressions beneath to form embossed braille characters which appear on the underside of the paper.

THE PERKINS BRAILLER



The Perkins Brailier, manufactured by Howe Press, is the counterpart of the print typewriter. It has six keys which represent the six braille dots, a space key, a backspace key and a line-space key. When simultaneously pressing combinations of one to six keys, the embossing head creates braille characters across the page. Generally the braillewriter is used when creating long documents and the slate-and-stylus is preferred for short notes.

WHY USE BRAILLE?

Here are some true horror stories which clearly illustrate the importance of braille.

I ruined the apple pie I was going to serve for dessert because I had a bad cold and could not distinguish the cinnamon from the garlic salt! From now on I will label my spice containers in braille.

Whoops! One of my checks bounced at the bank. A braille record of my transactions would have saved the day.

I inadvertently used red spray paint on my mirror instead of a window cleaner because the containers felt exactly alike! Labeling the containers in braille would have prevented this disaster.

I was convinced I had memorized that complex knitting pattern; but I forgot one little detail and all of my hard work had to be ripped out! It would have been better to rely on a braille knitting pattern rather than my memory.

I was late for an important job interview because I forgot the address. Next time I will write down the address and directions in braille and bring it with me.

I own two pairs of shoes that are identical except for color. Imagine my astonishment when a colleague at work told me I was wearing a black shoe and a brown shoe! This embarrassing situation could have been avoided by placing an inconspicuous braille label on the shoes.

I was in a hurry and wanted to check when the next bus was due. However, when calling the transit service all lines were busy. I am sure a braille bus schedule would have been helpful.

It is evident that knowing braille would alleviate many of these frustrating and embarrassing inconveniences. We urge you to read on and discover more about braille. In the following pages we offer suggestions that have been sent to us by blind individuals all over the United States. A resource guide and address list appear at the back of the booklet. It is hoped this information will not only be helpful but convince you how essential braille really is.

USING BRAILLE AT SCHOOL AND ON THE JOB

As indicated in the introduction, over 85% of the gainfully employed blind people in the United States rely on braille regularly to perform their jobs. The following paragraphs describe how some of these people do it.

A classroom teacher labels in braille the bottom of forms that must be returned either to an office or to students. She keeps a braille list of students. All pertinent subject materials including text and reference books are also in braille.

A program director for a radio station labels program tapes in braille with Dymo tape for identification. He keeps files of 3x5 brailled cards with the names and phone numbers of volunteers. Announcements are first written in braille and then read onto tape for airing between programs. He also uses braille for phone messages.

Another person who works part-time at a local public radio station keeps a braille list of songs that are being played. The controls in the production room are also marked in braille.

A vending stand operator uses braille to keep records of stock so he can place orders. He also puts braille labels on cigarette cartons.

A medical transcriptionist keeps a braille list of doctors handy. Her medical dictionary, surgical instrument book and drug index are all in braille.

A music teacher uses braille for both text and music notation in teaching and choral conducting.

ADDITIONAL SUGGESTIONS

SPEECHES AND REPORTS: A braille outline on 5x8 cards is invaluable when making speeches or oral reports.

BUSINESS CARDS: Store business cards in envelopes of uniform size with brailled name and brief explanation of service. File envelopes alphabetically. Membership or charge cards can be handled in the same manner.

NOTE-TAKING: When taking notes with a slate-and-stylus in class, on the job or at a meeting: (a) If only making temporary notes, use lightweight paper, such as notebook paper or computer paper, which is quieter for taking notes than regular braille paper. (b) Place felt backing on the underside of the slate to lessen noise.

BRAILLED FILING SYSTEMS: Filing systems can be set up in a number of ways. (a) To create a simple address file, for example, a favorite method is to begin brailleing on the bottom line of the card (with the name on the bottom line) and proceeding upward, make a separate line for name, street address, city and phone. The card can then be stored upside down with the braille facing away from you. Information can then be easily ascertained by effortlessly slipping the finger over the edge of the card instead of having to turn the hand in an awkward manner to read the card. (b) Braille alphabetized letter tabs on the back and upside down for the same reason. A Rolodex system can be set up in a similar fashion. (c) Standard file folders are easier to read if the braille label is placed on the back of the index tab. It is useful to type the front label for sighted readers first before putting the braille label on the back.

APPOINTMENT CALENDARS: In making appointment calendars, use cards that have a new date on each card with month, date and day of the week at the top (or bottom). It is suggested that run-over cards be placed to face in the opposite direction. These can be kept in a file box or Rolodex.

PHONE SYSTEMS: If the phone system at the office is too complex to memorize, keep braille instructions handy.

COMPUTER EQUIPMENT AND FLOPPY DISKS: If floppy disks are new, they usually come with blank labels. These labels can be used to braille-label your disks. It is also possible to use Dymo tape for labeling, but one must be careful to place it on the disk so that it does not interfere with the disk-drive mechanism.

Clear Dymo tape can be used for labeling touch panels on printers. Place the label directly above or below the touch pads.

Use Dymo tape to braille-label serial and parallel ports on computers as well as cables for peripherals.

TRAVEL

When staying at a hotel, place a Dymo label (preferably clear) on the door of your room in an inconspicuous place to make finding your room easier. Likewise, you can place a clear Dymo label with your floor number on the permanent door jamb by the elevator to assure that you are getting off at the right floor.

Some hotels have television sets that have a "free" panel and a "pay" panel. Braille the necessary information to understand the panels. There are usually print instructions. Have a sighted person or the bellman read these to you and make notes.

Similarly, make braille notes on print instructions for use of the hotel phone.

When going to an unfamiliar place, it is a good idea to write the address and directions in braille. Also write down information about bus, train or plane itineraries including times of departure and arrival, flight and seat numbers and name of airline.

MONEY MATTERS

CHECKS AND BANK STATEMENTS: (a) It is helpful to label the bottom of your bank statement, listing bank name, date of statement and final balance. (b) Some of the larger banks offer braille bank statements as a service to blind persons. If your bank does not offer this service, contact a local braille transcribing guild, such as California Transcribers and Educators of the Visually Handicapped. (c) To determine whether your canceled checks and stubs match, put the check number in braille on each check and stub. You may wish to make longer notations on the stubs. (d) If you do not have checks with stubs, you can braille a separate card, kept in your checkbook, noting the number of the check, date, amount and to whom the check was written. (e) Many people use raised line checks and keep the ledger in braille.

PAYING BILLS: When you receive bills, note the sender, the amount and due date on the envelopes and file them until ready to pay. Keep these envelopes or transfer the information onto cards which are filed in case there is ever a question about the bill in the future.

CREDIT CARDS: To easily identify credit cards, place braille Dymo labels on the back of the card, making sure not to cover the signature area. This will not harm the magnetic strip or interfere with the processing of the card.

BANKING: When getting several denominations of bills from the bank, be prepared with braille-labeled envelopes or plastic containers from traveler's checks. You can then request that the teller insert the money in the appropriate envelopes.

LABELING CLOTHING AND ACCESSORIES

CLOTHING: (a) Small aluminum labels can be purchased from the American Foundation for the Blind with braille letters, representing colors, that can be sewn on clothing. (b) There is a washer- and dryer-proof vinyl tape which can be brailled, cut and sewn into clothing. (c) Plastic cards which can be brailled on and slipped over a clothes hanger are also available.

SOCKS: To prevent socks from becoming mismatched, store pairs of socks pinned together along with an aluminum label representing the color.

ACCESSORIES: Special scarves, stockings or handkerchiefs may be stored in a braille-labeled box or bag.

JEWELRY: Keep small separate boxes that are braille-labeled for jewelry. One label might just be "silver" or "gold".

SHOES, PURSES AND BELTS: If you have shoes that are difficult to identify, affix a Dymo label to the bottom, just in front of the heel on the instep. Dymo labels can be placed on the inside of belts or purses also. Another way to identify purses, shoes and belts is to place a braille card in a plastic bag in which you keep each purse or belt. You can also store shoes in boxes which are labeled accordingly.

BRAILLE IN THE KITCHEN AND AROUND THE HOUSE

LABELING CANNED GOODS: This can be done in a number of ways. (a) Food in cans, boxes or jars may be labeled using Dymo tape or other types of tape. (b) One may braille cards that can be used over and over again, attaching them to cans with rubber bands. If these cards are also labeled in print, one can carry the labels to the store and have someone help attach the labels as the items are purchased. (c) There is also magnetic tape (available from stationery stores) which is ideal for cans, and it, too, can be reused. When a magnetic label is taken off a can, it may be put on the refrigerator and serve as a shopping reminder. (d) Plastic labels with bands attached can be purchased from the American Foundation for the Blind. (e) To avoid having to label each can when purchasing several cans of the same thing, attach an identifying card with an elastic band to the top can in the stack in your cupboard.

FROZEN FOODS: (a) Group identical packages of frozen foods together in a plastic bag with a braille identification card in each bag. (b) For anyone who owns a Seal-A-Meal, a good suggestion is to seal each package a little below the top and then braille the very top so as not to punch holes that would let air into the package. (c) Plastic coffee can lids can be trimmed into various sizes and shapes and brailled to form labels. Punch holes into the plastic labels and attach with wire or plastic ties to frozen food packages.

SPICES: When labeling bottled spices, label both the bottle itself and the lid. Place the full name on the bottle and an abbreviated label on the lid with Dymo tape. Not only will this avoid confusion if lids accidentally get

on the wrong bottles but it will facilitate locating the right spice when you are in a hurry.

When going shopping, make a braille grocery list. Rub out each item on your list as it is put in the shopping cart.

COUPONS: For those who collect coupons, put a word or two in braille on the coupon for identification, such as "corn flakes" or "dog food". Also it is a good idea to note the expiration date.

RECIPES: Keep recipes on 8½ x 11 paper in a loose-leaf notebook according to category, such as "meat", "salads", or "desserts". Place the category name on the outside spine of the notebook. Write the name of the recipe at both the top and bottom of each page for easy access.

LABELING KEYS: Keys can have a cardboard or plastic tag that contains a number attached with wire or strong nylon cord. Other keys, such as safety deposit box keys, can be labeled in braille with Dymo tape.

HOUSEHOLD CLEANERS: Cleaning materials such as window cleaners, floor cleaners, furniture wax, bleach, air fresheners, etc., should be carefully braille-labeled. Dymo tape is probably best for this.

EQUIPMENT: On sewing machines, washing machines or other electrical appliances, make braille cards with operating instructions, fasten them together into a little booklet and file them alphabetically. Mark controls with Dymo tape. Braille instructions for use of appliances are often available from the manufacturer.

TOUCH-CONTROL PANELS: It is not recommended that Dymo tape be placed directly on the touch pads of a touch-control panel as this may affect the operation of the equipment. Instead, make a grid with thin strips of tape to frame the touch pads. Write instructions on a separate piece of paper or plastic and place on a flat surface nearby.

HANDLING CORRESPONDENCE

POSTAGE STAMPS: There are several ways to identify denominations of postage stamps. (a) Buy stamps in a book and braille the cover. Often there may be one or more unusable stamps that need to be removed. (b) Purchase a whole or half sheet of stamps and have a braille label and paper clip placed in the upper left corner of the sheet. Leave the label in place and remove the stamps from the right and bottom. (c) Place rolls of stamps in containers and braille-label the containers according to denomination.

PRINT CORRESPONDENCE: When receiving a print letter needing a reply, write essential information on the envelope and then put the letter back into the envelope. Alternatively, slip a braille card into the envelope with appropriate information. Then original and carbon can be filed together.

ADDRESSES: A small loose-leaf notebook may be used as an address book or use file cards for keeping addresses in braille. Many people keep a braille address file in a Rolodex. If your household includes sighted people, it is a good idea to type the addresses on the front of the Rolodex cards first and then braille them on the back of the cards.

BRAILLE CORRESPONDENCE: Braille correspondence and books can be sent through the mail free of charge if appropriately labeled in handwriting or with a "Free Matter" sticker or rubber stamp, available from the American Foundation for the Blind or from Doran Enterprises. The Post Office prefers that mail sent as "Free Matter" not be sealed. If you are sending a book or something else of value, it may be insured and the Post Office will charge you for the insurance but not for the postage.

To maintain legibility of the braille, many people send braille letters in large envelopes so that the pages do not have to be folded.

Short messages can be sent on a 5 x 8 file card. Type the address on the front, then braille the message on the back. Don't forget the "Free Matter" sticker or rubber stamp on the upper right corner above the recipient's address.

LEISURE TIME ACTIVITIES

BRAILLE IN THE WORKSHOP: Place varying sizes of screws, nails, nuts and bolts in separate bins or containers which have been braille-labeled.

Use a braille ruler for measuring and write down the measurements in braille. Rulers with braille markings are available from Howe Press or the American Foundation for the Blind.

KNITTING AND CROCHETING: (a) Store knitting needles and crochet hooks according to size in boxes or bags which have been braille-labeled. (b) When knitting or crocheting an item requiring several colors of yarn, try making braille labels out of squares of braille paper or plastic. Punch a hole in the label and slip the corresponding color of yarn through each label. As you continue to knit or crochet, the label slides along the yarn and does not interfere with your work. (c) Braille the color

and dye-lot number on a small piece of plastic and staple to the yarn wrapper. (d) Some people sort yarn according to color and texture and place it in plastic bags. A small card can be slipped in each bag, identifying the color and any other pertinent information.

SEWING THREAD: Place spools of thread in pill or capsule containers. Braille-label the outside of each container. If you use a sewing machine, you can store a bobbin containing the same color of thread in the container with the thread.

MISCELLANEOUS

LABELING PRINTED MATERIAL: (a) Staple or clip an identifying card or place a brailled "Post-It" label on the title page of a hard-cover book. (b) For identification of soft cover books, pamphlets or loosely bound material one can braille directly on the top or bottom of the front cover or front page. (c) All other loose papers, cards, tickets, etc. can be placed in labeled envelopes of appropriate size. (d) Marriage licenses, wills, insurance policies, and other important documents can be kept in albums with plastic pockets that can be brailled. Some people prefer to use accordion folders in which each pocket is labeled accordingly.

TIPS FOR LABELING CASSETTES: (a) Braille-label cassettes with Dymo tape or plastic labels purchased commercially for this purpose. (b) A special slate is available for brailing cassette labels from Associated Services for the Blind. (c) Label not only the title but also the length of the cassette:(e.g., C-90 or C-60). (d) When several sequential cassettes are used as in a recorded book, note each tape number and place them in cassette albums for convenient access. Cassette albums are available commercially and may contain from 4 to 36 cassettes. Albums with loose-leaf pages for additional notes about the cassettes may also be purchased. Label the outside of the album with the general title. (e) If the cassettes are stored in plastic cassette cases, label both the cassette and the case.

RECORDS AND COMPACT DISCS: Clear Dymo tape can be used to label both the record (or compact disc) and the jacket. Place key words or a number on the record or compact disc and have a descriptive catalog on file cards in a Rolodex with the corresponding number of the record or disc and description on each card. This system can also be used with cassettes.

PILLS AND MEDICATION; Medicine containers come in so many shapes and sizes that some inventiveness may be required for labeling.

(a) The container may be placed into a box or a bag with a braille label on it, including name, date and dosage and any other pertinent information.
(b) A Dymo label with a number may be attached to the container and a corresponding file card can indicate dosage and other necessary details.
(c) You can request that your medication be labeled in braille at the pharmacy. Contact the American Association of Retired Persons for information.

PICTURES: (a) Place Dymo labels on the back of photographs or put them in albums with plastic covers and braille on the plastic. (b) Framed photographs can be labeled in braille with Dymo tape on the back to identify people and places and to help in hanging the picture right-side-up.

STORING AND RECYCLING

Since braille material occupies much more space than print material, we offer some helpful tips.

BOOKCASES FOR BRAILLE BOOKS: A bookcase fashioned out of boards and bricks is ideal for storing braille books. Alternatively, office furniture stores sell bookcases that are large enough to accommodate braille books

STORAGE ON COMPUTER DISKS: Many people prefer to store manuals, textbooks, reports, and notes on computer disk. When the particular item is needed, a braille copy can be produced using a braille embosser attached to a personal computer. This is especially helpful for teachers of blind children who do not have room to store vast amounts of braille material. Braille embossers are identical in concept to standard impact printers and they interface with most computers through the serial or parallel port.

If you do not have access to a braille embosser, several companies and organizations such as MSMT, Quik-Scrybe, Compu-Braille and National Braille Press will produce hard-copy braille from computer disks for a minimal charge.

SHARING BRAILLE: When you no longer need braille magazines or books, pass them on to a friend or ship them as "Free Matter" to a braille recycling center such as the Overseas Blind Foundation. The Overseas Blind Foundation sends braille books and magazines to over 129 countries throughout the world. Many people in Asia, Africa and India use English as a primary or secondary language but, unfortunately, have very little braille material available.

RESOURCE GUIDE

The following information is presented merely to give the reader an idea of the resources available to the braille user. A comprehensive listing is beyond the scope of this booklet. If you wish additional information, contact the American Foundation for the Blind or California Transcribers and Educators of the Visually Handicapped (CTEVH). Please see Reference Section at the back of this booklet for addresses.

BRAILLE PRODUCTION: Braille-writing materials (braille paper, slates and styli, Perkins Brailers, etc.) are available from many sources including the San Francisco Lighthouse for the Blind, Sacramento Society for the Blind, Braille Institute, Howe Press and the American Foundation for the Blind.

DUPLICATION: Multiple copies of a braille document can be produced by means of Thermoforming. Contact American Thermoform Company for more information. Most local volunteer braille transcribing groups as well as many public libraries and community colleges have access to Thermoform machines.

BRAILLE LABELER: A braille labeler which embosses braille on Dymo or magnetic tape is available from American Foundation for the Blind. Dymo tape labels can be made with a special one-line slate available from the same source.

COMPUTER-PRODUCED BRAILLE: There are a number of good braille translation programs which translate print into braille. Some of these include Duxbury for IBM and Macintosh by Duxbury Systems, Inc. and Hotdots for the IBM-PC by Raised Dot Computing. There are also a number of excellent computer-assisted transcribing programs such as MicroBraille by Micro Engineering and PokaDot available from National Braille Association. (Note: Computer-assisted programs **do** require that the transcriber know braille while braille translation programs **do not** require that the transcriber know braille).

BRAILLE FROM COMPUTER DISKS: Several companies and many organizations will produce hard-copy braille from computer disk. These include MSMT, National Braille Association, Quik-Scrybe and CompuBraille, a subsidiary of California Transcribers and Educators of the Visually Handicapped.

BRAILLE EMBOSSERS: Braille embossers are the counterpart of printers and attach to computers in the same manner. Braille embossers may be purchased from a number of sources including HumanWare, Inc. and Telesensory Corporation.

BRAILLE INSTRUCTION: Braille instructional books include: *Braille in Brief*; *Illinois Series*; *Getting in Touch with Reading* and *ABC's of*

Braille. These books are available from Braille Institute, American Printing House for the Blind and Hadley School for the Blind. For touch-impaired or newly-blinded individuals, there are Jumbo Braille instruction books with facing print pages such as *The World at My Fingertips* available from Braille Institute or Beach Cities Braille Guild.

Braille can be learned through The State Department of Rehabilitation, The Braille Institute, San Francisco Lighthouse, Sacramento Society for the Blind and other agencies serving the blind. The Hadley School for the Blind offers correspondence courses for those wishing to learn braille.

Sighted persons can obtain braille instruction through local braille transcribing guilds, California Transcribers and Educators of the Visually Handicapped or from many community colleges. A correspondence course in braille transcribing is given by the National Library Service for the Blind and Physically Handicapped.

National Braille Press offers a book called *Just Enough to Know Better* designed for parents of blind children who want to learn only the basics. American Printing House for the Blind has a book called *Learning to Read Braille by Sight*.

VOLUNTEER BRAILLE TRANSCRIBING SERVICES: There are over 40 braille transcribing groups in California who will transcribe recipe books, craft patterns, rosters, music scores, computer manuals, textbooks or any other personal requests. To locate the group nearest you, contact the Clearinghouse for Specialized Media in Sacramento for their publication called *A List of California Transcribers*, or the National Library Service for the Blind and Physically Handicapped for their publication, *Volunteers Who Produce Books*.

COOKBOOKS: Braille cookbooks are available from a great many sources. National Braille Press, Jewish Guild for the Blind, National Braille Association and American Printing House for the Blind, are only a few that offer braille cookbooks for sale. Cookbooks may also be borrowed through the National Library Service program. In Northern California contact the California State Library in Sacramento. In Southern California contact the Braille Institute in Los Angeles.

BRAILLE MAGAZINES: Braille magazines and periodicals on a wide variety of subjects are available through the California State Library for the Blind which serves Northern California and the Braille Institute which serves Southern California. Contact them for a list.

BOOKS FOR PLEASURE READING: Fiction and nonfiction are available on loan from the lending libraries in Sacramento and Los Angeles. Some local public libraries also have braille books available.

BRILLE DICTIONARIES: Braille dictionaries may be purchased from the American Printing House for the Blind. Dictionaries range in size from a small, four-volume dictionary to a 72-volume *Webster's New World Dictionary* and a 168 volume encyclopedia. If one is only interested in the spelling of words it may be more practical to invest in a two-volume *20,000 Words* by Leslie which lists words without definitions. *Roget's Thesaurus* is available in braille format from American Printing House for the Blind.

TEXTBOOKS: A "union listing" is maintained at the American Printing House for the Blind, Attention APH-Carl. This lists not only the textbooks produced by APH but also all textbooks hand-transcribed in the United States. The Clearinghouse for Specialized Media in Sacramento issues a list of California volunteer transcribers and the specialties available, ranging from Nemeth mathematical code to foreign languages and music. National Braille Association maintains two clearinghouse services which bring readers and transcribers together -- one for textbooks and one for personal requests.

SOFTWARE MANUALS: Braille software manuals are available from various sources including National Braille Press and Associated Services for the Blind.

CHILDREN'S BOOKS: Books for children, with both braille and print, are on loan without charge from the American Brotherhood for the Blind. National Braille Press produces a number of braille-and-print children's books which are equally useful for blind children with sighted parents or sighted children with blind parents. Braille Institute, Press Department publishes an annual free children's magazine called *Expectations* as well as a variety of children's books available for purchase.

RELIGIOUS PUBLICATIONS: Most major religions offer publications in braille. Protestant bibles are available from American Bible Society. *The New Jerusalem Bible* and other Catholic publications are available from the Xavier Society for the Blind. The Koran (English translation) is available from the Braille Institute. Jewish bibles and prayer books in Hebrew and English are available from Jewish Braille Institute of America. Lutheran Braille Workers publish braille literature in 39 languages.

TACTILE MAPS AND OTHER TACTILE DRAWINGS: Tactile maps and drawings with braille notations are available from the Clearinghouse for Specialized Media or American Printing House for the Blind. The Blind San Franciscans have produced an excellent set of maps and braille tour guide of the San Francisco area. Contact Multiple Services Media Technology (MSMT) in Santa Rosa for information. You may contact Jane Corcoran, the CTEVH tactile illustration specialist, for information about production of tactile maps and other raised line drawings.

INSTRUCTIONS FOR APPLIANCES: Many appliance manufacturers offer instructions in braille. Contact the manufacturer of your appliance for more information.

BRAILLE TELEGRAMS: Braille telegrams can be sent or received by a blind person. However, the braille telegram will be sent via regular first-class mail. Contact Western Union for more information.

BRAILLE GREETING CARDS: Greeting cards with tactile design containing both print and braille text can be purchased through Clovernook Printing House for the Blind and the Mid-Michigan Center for the Blind.

BRAILLE WATCHES AND CLOCKS: Braille watches and clocks are available from various sources including the American Foundation for the Blind and Rite Watch Company.

BRAILLE MENUS: Many restaurants now provide braille menus. If you wish to have the menu from your favorite restaurant brailled, request a menu from the manager and have a volunteer braille transcribing guild make a copy in braille.

BRAILLE IN PUBLIC BUILDINGS: You may have noticed that many automatic teller machines and elevators in public buildings have braille markings. If you are interested in having public facilities in your area marked in braille, contact Margarine Beaman for more information.

BRAILLE CALENDARS: Braille calendars may be obtained from Braille Institute and American Brotherhood for the Blind and come in all shapes and sizes -- some even on 3 x 5 cards that can be conveniently kept in a purse or pocket. Daily appointment calendars with a page for each day, on a frame with two hoops, can be purchased from the Blind Association of Western New York.

CRAFT BOOKS: Braille instructions for all kinds of crafts such as knitting, crocheting, macrame, etc., are available from many sources including the Braille Institute and National Braille Press.

GAMES: Braille playing cards, Scrabble, Bingo and other games can be purchased from the American Foundation for the Blind or from the Braille Institute. Many volunteer groups will add braille to playing cards without charge. Howe Press has a special slate for brailling playing cards.

REFERENCE LIST

American Association of
Retired Persons (AARP)
1909 "K" Street, N.W.
Washington, DC 20049

American Bible Society
1865 Broadway
New York, NY 10023
Phone (212) 581-7400

American Action Fund for
Blind Children & Adults
18440 Oxnard Street
Tarzana, CA 91356
Phone (818) 343-2022

American Foundation for the Blind
15 West 16th Street
New York, NY 10011
Phone (212) 620-2000 or
(800) 232-5463

American Printing House
for the Blind
1839 Frankfort Avenue
P.O. Box 6085
Louisville, KY 40206
Phone (502) 895-2405

American Thermoform Company
2311 Travers Avenue
City of Commerce, CA 90040
Phone (213) 723-9021

Associated Services for the Blind
919 Walnut Street
Philadelphia, PA 19107
Phone (215) 627-3304 or
(800) 876-5456

Beach Cities Braille Guild
P.O. Box 712
Huntington Beach, CA 92648
Phone (714) 536-9666

Margarine Beaman
Beaman Metals
1406 Wilshire Boulevard
Austin, TX 78722
Phone (512) 385-6935

Blind Association of Western
New York
1560 Main Street
Buffalo, NY
Phone (716) 882-1025

Braille Institute
741 North Vermont Avenue
Los Angeles, CA 90029
Phone (213) 663-1111

California State Library
for the Blind
600 Broadway
Sacramento, CA 95818
Phone (800) 952-5666

California Transcribers and
Educators of the Visually
Handicapped (CTEVH)
3401 Clairemont Drive, Room 1
San Diego, CA 92117
Phone (619) 274-9822, Ext. 245

Clearinghouse for Specialized
Media & Technology
P.O. Box 944272
Sacramento, CA 94244-2720
Phone (916) 445-5103

Clovernook Printing House
for the Blind
7000 Hamilton Avenue
Cincinnati, OH 45321
Phone (513) 522-3860

CompuBraille, Inc.
2791 24th Street, Room 7
Sacramento, CA 95818

Jane Corcoran
400 Old La Honda Road
Woodside, CA 94062
Phone (415) 851-2122

Doran Enterprises
176 Brehl Avenue
Columbus, OH 43222

Duxbury Systems, Inc.
435 King Street,
P.O. Box 1504
Littleton, MA 01460
Phone (508) 486-9766

Hadley School for the Blind
700 Elm Street
Winnetka, IL 60093
Phone (800) 323-4238

Howe Press
175 North Beacon Street
Watertown, MA 02172-2790
Phone (617) 924-3434

HumanWare, Inc.
6245 King Road
Loomis, CA 95650
Phone (916) 652-7253

Jewish Braille Institute of America
110 East 13th Street
New York, NY 10016
Phone (212) 889-2525

Jewish Guild for the Blind
15 West 65th Street
New York, NY 10023
Phone (212) 769-6200

Lutheran Braille Workers
P.O. Box 5000
Yucaipa, CA 92399

Micro Engineering
955 Camino la Maida
Thousand Oaks, CA 91360
Phone (805) 493-1003

Mid-Michigan Center for the Blind
111 South Capitol Avenue
Lansing, MI 48933
Phone (517) 485-1155

Multiple Services Media
Technology (MSMT)
3917 Mayette Avenue
Santa Rosa, CA 95405
Phone (707) 579-1115

National Braille Association
1290 University Avenue
Rochester, NY 14607
Phone (716) 473-0900

National Braille Press
88 St. Stephen Street
Boston, MA 02115
Phone (617) 266-6160

National Library Service for the
Blind and Physically Handicapped
1291 Taylor Street, N.W.
Washington, DC 20542
Phone (800) 424-8567

Overseas Blind Foundation
55 Ridgeway Avenue
Santa Rosa, CA 95401
Phone (707) 538-1060

Quik-Scrybe
14144 Burbank Boulevard, #4
Van Nuys, CA 91401
Phone (818) 898-2337

Raised Dot Computing, Inc.
408 South Baldwin Street
Madison, WI 53703
Phone (608) 257-9595

Rite Watch Company
15361 Norton Street
San Leandro, CA 94579
Phone (510) 352-0522

Sacramento Society for the Blind
2750 24th Street
Sacramento, CA 95818
Phone (916) 452-8271

San Francisco Lighthouse
for the Blind
20 10th Street
San Francisco, CA 94103
Phone (415) 431-1481

Telesensory Corporation
455 North Bernardo
Mountain View, CA 94043
Phone (415) 960-0920

Xavier Society for the Blind
154 East 23rd Street
New York, NY 10010





